

**DMA Policy: 3-0220**

**Name: ALTERNATE WORK SCHEDULE**

**Approval Signature: John E. Walsh**

**Effective Date: September 1, 2008**

## **PURPOSE**

It is the intent of the Department of Military Affairs to establish a system of work schedules for its employees that supports agency objectives, promotes efficient use of time and resources and is consistent within the department.

Government exists to provide a service to the public. Accordingly, work schedules will not be arranged merely for the convenience of an employee. The overriding intent of an alternate work schedule for the department is to increase employee productivity and efficiency in providing services to the public while enhancing job satisfaction.

This policy applies only to long-term changes in schedules, and does not affect the ability of exempt (FLSA) employees to use compensatory time to adjust their work schedules to accommodate short-term/one-time needs. This policy pertains to employee-initiated requests for a permanent alternate work schedule as necessary for successful operation of the department's programs. If and when a conflict exists between an employee's preference for an alternate work schedule and program needs, program needs will take precedence.

## **DEFINITIONS**

**Alternate Work Schedule** -- a work schedule requested by an employee who allows a work day and/or work week schedule to start and/or end at an earlier or later time than standard work schedules. An alternate work schedule must meet the criteria established in this policy and be approved by the requesting employee's immediate supervisor, Division Administrator, Program Manager and/or other delegated authority.

**Pay Period** -- two consecutive work weeks normally consisting of eighty (80) hours.

**Standard Work Day** -- eight (8) hours in a twenty-four (24) hour period during which an employee is present for duty, exclusive of a lunch break.

**Standard Work Schedule** -- a work schedule consisting of forty (40) hours between 6:00 a.m. and 6:00 p.m., Monday through Friday with a one (1) hour lunch break between 11:00 a.m. and 2:00 p.m. and one (1) 15 minute rest break in the morning and one (1) 15 minute rest break in the afternoon. Any work schedule differing from a standard work schedule with respect to a work day or a work week is considered to be an alternate work schedule.

**Work Schedule** -- the combination of work days and work weeks during which an employee is present for duty.

**Work Week** -- seven (7) consecutive twenty-four (24) hour periods from midnight Friday to midnight Friday and normally consisting of forty (40) working hours.

## **ALTERNATE WORK SCHEDULES**

### **PROCEDURES**

An employee may request an alternate work schedule by submitting the attached DMA form to the appropriate supervisor. The supervisor will evaluate the request against the criteria of this policy and the needs of the program. The request will then be forwarded, along with a recommendation, to the Division Administrator, Program Manager and/or delegated authority, with a recommendation for approval or denial for a final decision. Alternate work schedules may not begin without approval from the Division Administrator, Program Manager and/or delegated authority.

### **SCHEDULE REQUIREMENTS AND PENALTIES**

Alternate work schedules are a privilege and not an automatic right, and any abuse of the privilege will result in immediate termination of the alternate work schedule. Abuse of an approved work schedule will be noted and placed in the employees personnel file and may result in disciplinary action being taken. The following actions are available to management:

- Approval for an alternate work schedule may be suspended temporarily or withdrawn permanently with a 24-hour notice. Management may revoke an alternate work schedule if it believes the schedule is no longer in the best interest of the department.
- If an employee is not adhering to the assigned work schedule, the individual will be notified in writing by the appropriate supervisor, Division Administrator or Program Manager and such notice will be a warning that the alternate work schedule may be revoked.
- If an individual abuses an alternate work schedule and continues to be in violation after receiving written notice, the employee will immediately be required to return to a standard work schedule.

### **CRITERIA**

Alternate work schedules may apply to full-time, permanent employees of the department, at the discretion of the employees' immediate Supervisor, Division Administrator, Program Manager and/or delegated authority. Alternate work schedules for long term seasonal positions may be set by the appropriate unit manager.

Alternate work schedules would normally be in effect for a minimum of ninety (90) calendar days unless extenuating circumstances occur and the change is approved.

Employees, while in a six-month probation status, may qualify for alternate work schedules.



All permanent, full-time employees must work during the core hours of 9:00 a.m. to 3:00 p.m.

Lunch breaks may be scheduled in one-half hour increments, not to exceed two hours, between the hours of 11:00 a.m. and 2:00 p.m. Lunch schedules must be strictly adhered to, and cannot infringe upon other individuals' designated lunch breaks.

Rest breaks cannot exceed 15 minutes and cannot be combined to create one (1) half hour break.

The Department of Military Affairs must be open to the public from 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays. Staffing shortages caused by alternate work schedules will not be allowed. Management must ensure that proper coverage for telephones and walk-in visitors are provided at all times during these hours. When appropriate, supervisory staff will be scheduled so that someone with supervisory authority is in the general work area at all times during the extended day. Employees on alternate work schedules are responsible for assisting in providing coverage when a supervisor is not available to assure adequate coverage.

### **TIME SHEETS AND HOLIDAYS**

Time sheets for FLSA exempt employees are to indicate all time worked in excess of a standard forty (40) hour work week as compensatory time earned. Compensatory time should then be taken in order to balance out to eighty (80) hours in a pay period. No employee will earn more than eight (8) hours of holiday pay for any holiday, regardless of the employee's daily work schedule. Alternate work schedule employees will adjust their work schedule, or utilize compensatory time during pay periods with holidays in order to obtain a total of eighty (80) hours worked.

### **ATTENDANCE AT MEETINGS AND TRAINING**

All Department employees utilizing alternate work schedules are required to make the necessary arrangements to be present at required meetings or training sessions.

Attendance may be mandatory even if the meeting or training session conflicts with an approved alternate work schedule. If an employee's duties require considerable or frequent interaction with other employees or the public in order to perform required tasks, approval for an alternate work schedule may not be granted if it significantly reduces the amount of cooperative work time available.

### **FIELD WORK**

Department employees utilizing alternate work schedules are required to agree upon mutually acceptable field work schedules. Additional vehicle use and/or program costs will not be allowed in order to accommodate variations in work schedules.

This policy will be used unless it conflicts with negotiated labor contracts provisions, which will take precedence to the extent applicable.

# DEPARTMENT OF MILITARY AFFAIRS

## REQUEST FOR AN ALTERNATIVE WORK SCHEDULE

|   |   |                                     |       |
|---|---|-------------------------------------|-------|
| Employee Name:                                |   | Employee ID:                        |       |
| Position Title:                               |   | Program Name:                       |       |
| Office Location:                              |   |                                     |       |
| <b>WORK SCHEDULE REQUESTED</b>                |   |                                     |       |
| Check One:                                    | <input type="checkbox"/> Flex Time Schedule | Starting Time:                      |       |
|   | <input type="checkbox"/> Other Schedule     | Ending Time:                        |       |
|   |   | Lunch Break:                        |       |
| Requested Effective Date:                     |   |                                     |       |
| Employee Signature:                           |   |                                     | Date: |
| <b>DIRECT SUPERVISOR</b>                      |   |                                     |       |
| <input type="checkbox"/> Approve              |   | <input type="checkbox"/> Disapprove |       |
| Comments:                                     |   |                                     |       |
| Signature:                                    |   |                                     | Date: |
| <b>DIVISION ADMINISTRATOR/PROGRAM MANAGER</b> |   |                                     |       |
| <input type="checkbox"/> Approve              |   | <input type="checkbox"/> Disapprove |       |
| Comments:                                     |   |                                     |       |
| Signature:                                    |   |                                     | Date: |
| <b>HUMAN RESOURCE OFFICER</b>                 |   |                                     |       |
| <input type="checkbox"/> Approve              |   | <input type="checkbox"/> Disapprove |       |
| Comments:                                     |   |                                     |       |
| Signature:                                    |   |                                     | Date: |

RETURN A SIGNED COPY OF THIS FORM TO CENTRALIZED SERVICES PAYROLL FOR THE EMPLOYEE'S PERSONNEL FILE.